

26 July 1978

OFFICE OF FINANCE NOTICE NO. 13-78

SUBJECT: Promotion Criteria and Procedures

I. PROMOTION CRITERIA

The principal factors considered in selecting personnel for promotion are as follows:

1. Quality of performance
2. Demonstrated ability to perform at a higher level of responsibility than current grade
3. Qualifications for specific position of higher grade than grade of current position
4. Ranking on Competitive Evaluation Listing
5. Headroom in position occupied or position to which assignment is contemplated
6. Career Service Headroom
7. Endorsement for promotion by current office of assignment evidenced either by a promotion recommendation from that office or by concurrence in a Board-initiated proposal for promotion based upon its consideration of the above factors and, if applicable, promotion recommendations from a previous office of assignment.
8. Time in-grade when the relative value of other factors for two or more competing candidates for promotion are essentially equal

II. PROMOTION PROCEDURES

The MF Career Subgroup Board in developing promotion recommendations will proceed as follows:

1. Review Career Service Grade Authorization status and determine approximate headroom for promotion at each grade level
2. Select personnel to be recommended for promotion to each grade level giving due weight to the above listed promotion criteria as it applies to each careerist at the next lower grade.

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### III. PROMOTION RECOMMENDATIONS

Supervisors of Finance Careerists are encouraged to submit formal recommendations for promotion whenever the supervisor is fully satisfied the person has the qualifications for and has demonstrated the ability to perform at a higher level of responsibility. Formal recommendations are only one of the several factors considered by the Board -- they serve, nevertheless, to focus particular attention on the merits of the specific employee and have a plus value in the deliberative process. When favorable action on a formal promotion recommendation is deferred, the Board reconsiders the recommendation at each of its next two sessions. Repeat promotion recommendations by the same supervisor within one year serve no useful purpose.

[Redacted Signature]

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Director of Finance

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